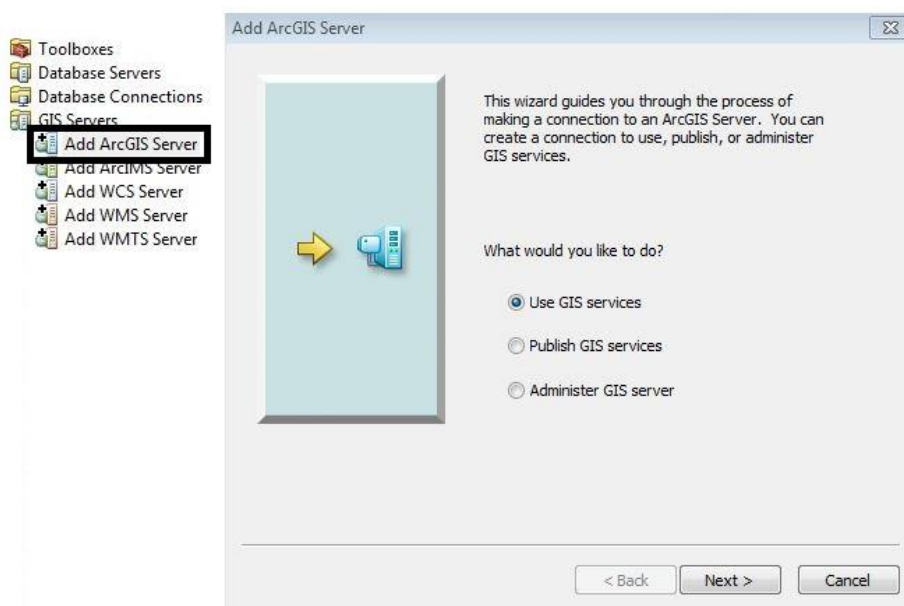


How to Add and Edit Data

1. Connect to Services

From ArcMap or ArcCatalog, select **Add ArcGIS Server**

Then select **Use GIS services**



Enter for the Server URL:

<https://firstmap.dti.state.de.us/arcgis/services>

Click Finish (input User Name and Password for increased privileges otherwise leave blank)

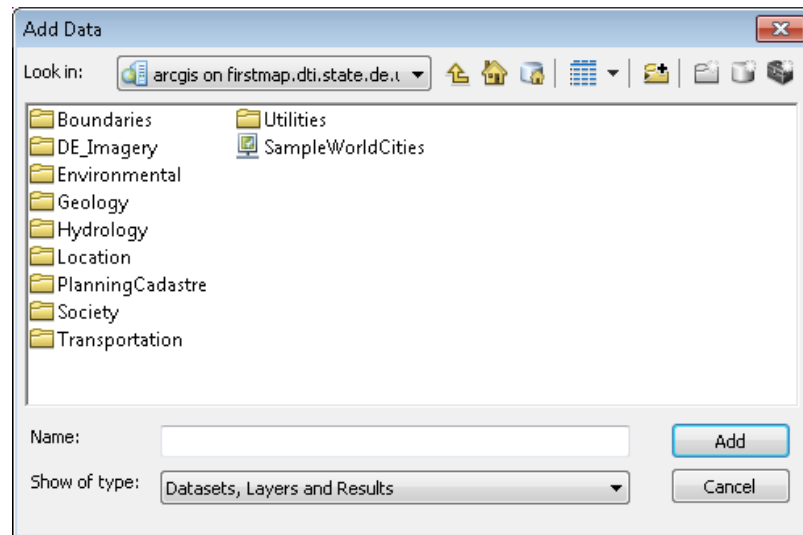
2. Add Service to ArcMap

In ArcMap, go to **File Menu** and select **Add Data**.

Look in: **GIS Servers** and click.

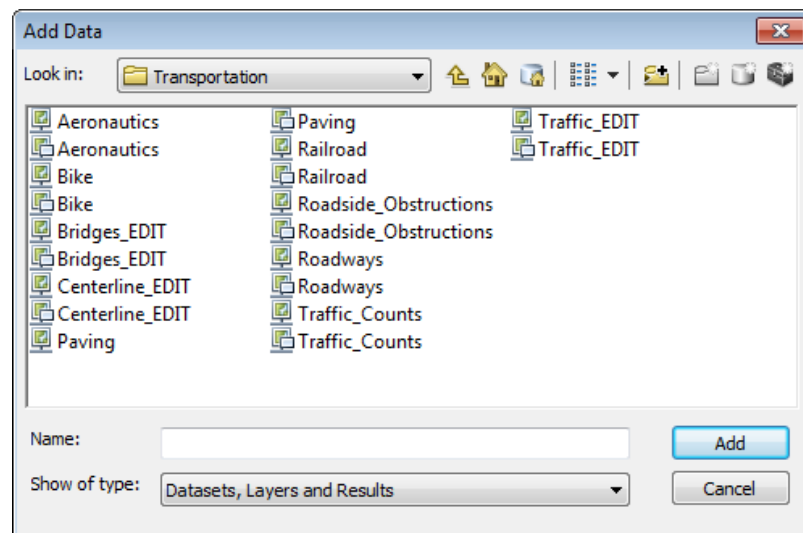
Then navigate to this new service and click Add.

The following will then appear:



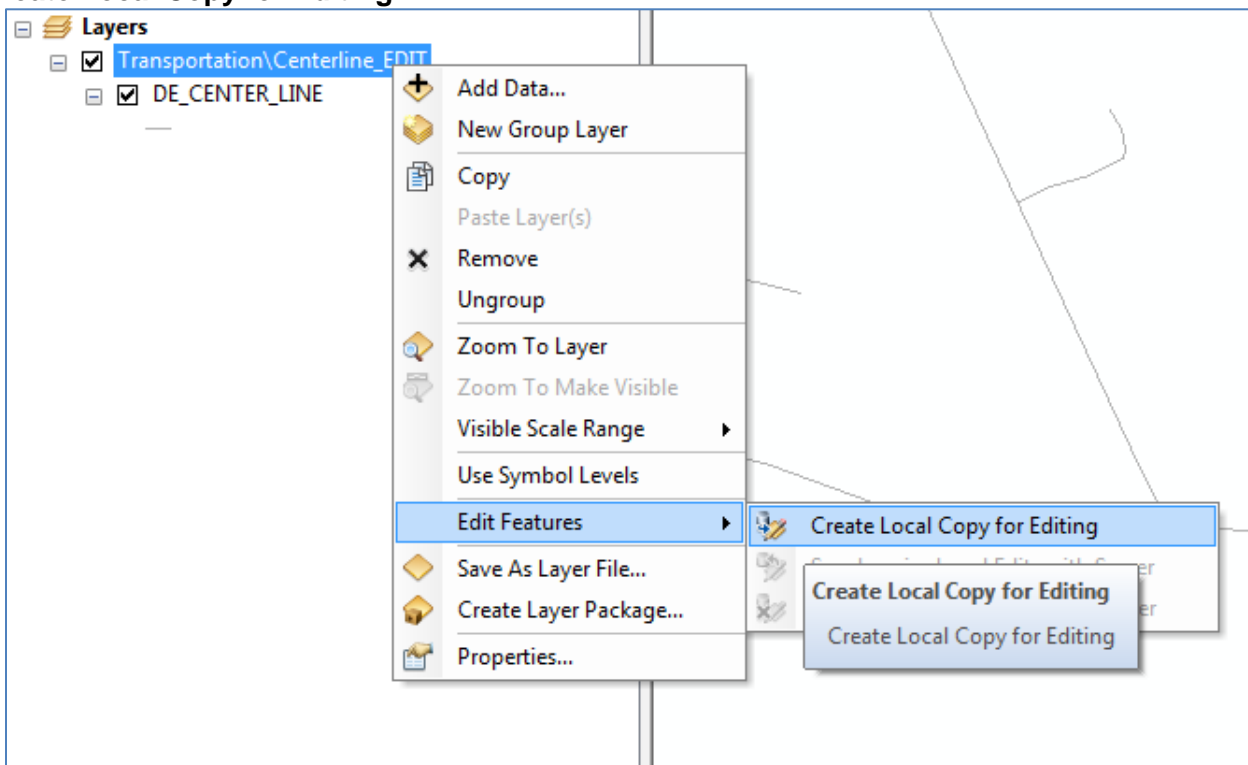
Select the appropriate category and double-click on it. From there, select the feature class you would like to edit and add to map.

Note: Each feature class appears twice. The feature service is the one with the little rectangle in the bottom right hand corner of the icon.



3. Create Local Copy

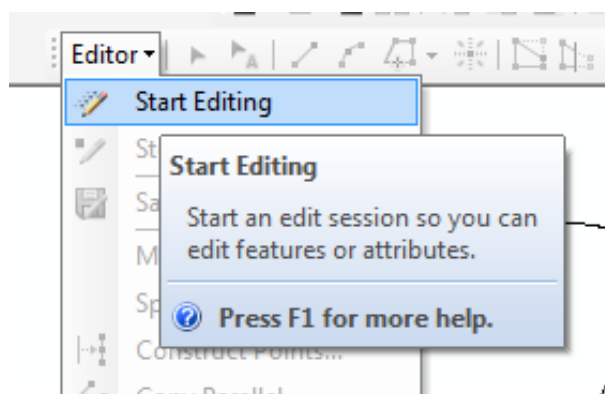
Go to Table of Contents and alternate click on service. Move down to **Edit Features** and select **Create Local Copy for Editing**



It will take a little time for this to complete.

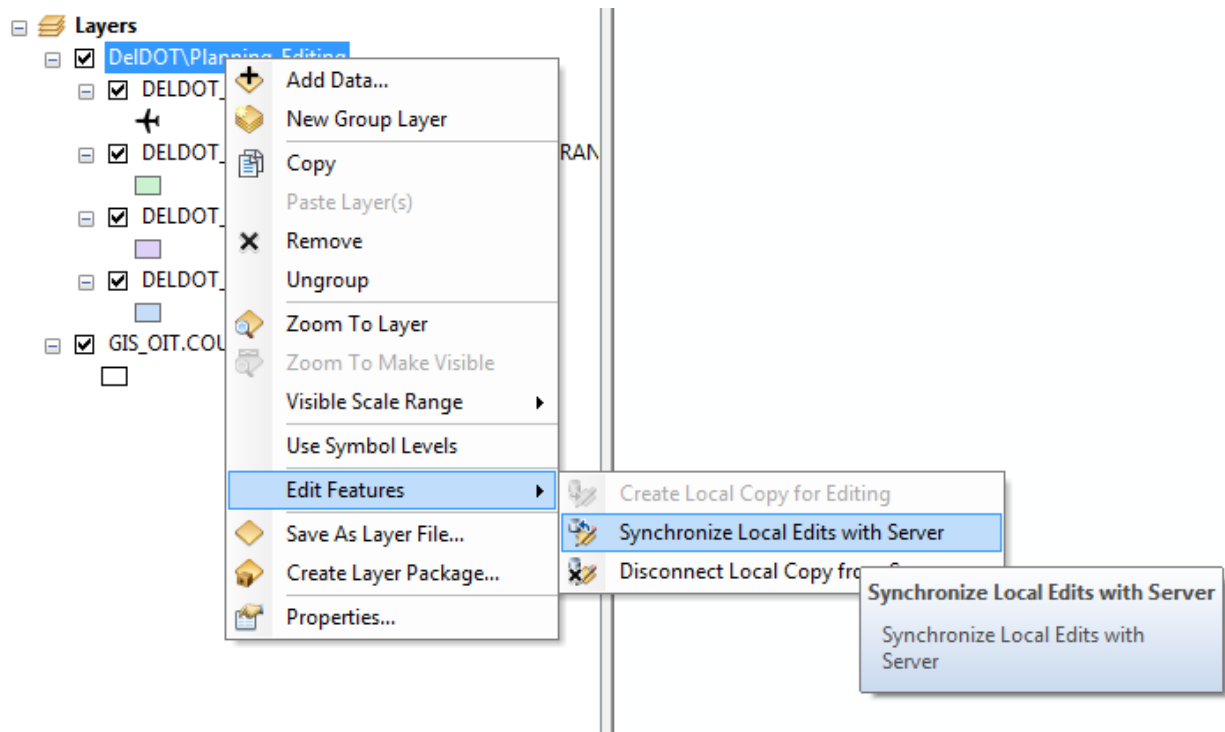
4. Start Editing

Start an Edit Session and make necessary changes. When complete, save changes and stop editing.



5. Synchronize Changes back to Feature Service

Go to Table of Contents and alternate click on service. Move down to **Edit Features** and select **Synchronize Local Edits with Server**



It will take a little time for this to complete.

Note: If you need to make more edits after this, you will have to create another local copy (or go back to Step 3).